

City of Lowell
Job Posting
Please Post: May 16, 2016
Deadline: May 31, 2016
Police Department
Camp Counselor

8 VACANCIES

Job Title: Camp Counselor (TP-2275)
Department: Police Department, D.A.R.E. Summer Camp
Reports To: Police Superintendent, D.A.R.E. Officers and other designated personnel
FLSA Status: Non-exempt
Salary: \$10.00 per hour; Grant Funded – 30 hrs/week; 6 weeks

SUMMARY

A high school or college aged youth. Dependable, responsible and enthusiastic. Ability to work with a variety of people (such as community members, police officers, faculty, parents and students). A sense of humor. Facilitation skills (or the willingness to learn how to facilitate groups). Ability to collect data from surveys, focus groups and interviews.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Individual will be part of an exciting project, working with many different people. Good organizational skills needed to help plan and prepare for summer camp. The following are some of the duties performed by the camp counselor: Collect information by distributing and collecting surveys, participating in focus groups and interviews and assisting with the analysis on this information; participating in the problem solving development, implementation and evaluation stages of the program; participate in training (i.e. facilitation skills, evaluation, conflict resolution). This position also requires answering telephones, taking messages, answering questions and corresponding with the public, filing, photocopying and computer data entry.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Experience with Microsoft Word, Excel, and Access helpful.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance

instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The city of Lowell is a smoke and drug free employer and requires a physical with drug screen, CORI post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ May 31, 2016. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer